

# Mentor Logistics

## Instructions for Reporting Hours



1. Visit [www.hearthighway.org/gms/mentors](http://www.hearthighway.org/gms/mentors)
2. Click Register Here to create an account
3. Enter your first name
4. Enter your last name
5. Click submit
6. Create a username
7. Create a password
8. Click save username and password
9. Login
10. Click Timesheet
11. Click Add a new time entry
12. Complete your Time Entry Form
13. Click submit

### Notes

- Enter your hours daily
- Report hours from Saturday 12:00 AM to Friday 11:59 PM
- Maximum of 20 hours for two weeks.
- Over 20 hours must be approved by your Local Health Department Representative before you submit your hours.
- Hours will not be processed until the following pay period if hours are not submitted by Friday 11:59 PM
- Must complete a time sheet if reporting zero hours